

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD MEETING

February 18, 2022

4:00 PM

Calabay Parc at Tower Lake
539 Pineloch Dr (Clubhouse)
And Via Teleconference
Via Teleconference

- I. Call to order at 4:00 PM by Colin Barr
- II. Verification of Quorum: 4 Board Members present- Faith absent
- III. Ratify approval of Minutes from previous Board Meeting: Josh moves to ratify approval of minutes, Bill seconds the motion and passes with unanimous Board Approval.
- IV. Purpose of Meeting

1. Property Insurance Status Update

- a. The Insurance company, Bankers, who was the insurance company has stopped serving the state, so new insurance has been needed to be received. Several other insurance companies are pending results.
- b. Scottsdale was asked to remove Liability and give updated quote

| | 2020-21 | 2021-22 | Scottsdale |
|-----------|---------|---------|-------------|
| Liability | \$2,889 | \$3,417 | \$9,446 |
| Property | \$5,966 | TBD | \$6,255 |
| Total | \$9,258 | | \$16,857.55 |

2. HOA Tax Exempt status update

- a. Discussion with IRS on 1/24/22. HOA's are generally no qualified for tax exemption even though they are non-profit because:
 - i. Not publicly funded
 - ii. Do not benefit the public in general
- b. All our members are private owners and contributors through dues, so that disqualifies us from tax exemption.
- c. Board requests invoices from Secure 1 to update Budget- HCM will send over

3. 2021 Financial Summary

- a. Continued to use future dues and borrowing funds from the reserves (\$16,826.11) to pay past bills to a total of \$62,325.11. This is an increase of \$14,452.18 increase from the previous year.
- b. Expenses were \$32,615.14 below the approved 2021 Budget (\$663,600).
- c. Total Expenses were \$37,409.81 over Actual Income received, due to needing to pay back a \$74,100 loan from the operating fund to make December 2020 bills.
- d. HOA Delinquent Dues yearend 2021 \$37,208.94, Mid-February is at \$84K
 - i. More than 2 Years (2) \$12,578.20
 - ii. 1 Year (2) \$5,578.08
 - iii. 3 Quarter (1) \$1,148.60
 - iv. 2 Quarter (5) \$4,059.69
 - v. 1 Quarter (12) \$4,835.68

- vi. The remaining amounts are less than 1 quarters payment and could be under a payment plan.

Note: HCM collected all delinquent HOA dues prior to them taking over.

Collected in February 2022 1 house with over 2 years of dues for \$7,442.25

- e. 2018 Reserves recommended funding end of 2018 vs yearend 2021 shows a short fall of \$7,547.75. In 2021 we closed two miscellaneous accounts to add \$3,419.68 additional funds to the Reserves.
- f. 2021 Financial Audit and tax submission has been sent to a new CPA firm this year.

4. HCM Collection Process

- a. 1 month behind payment reminder letter to the homeowner of record- interest is charged for delinquency.
- b. 30-45 days after the HCM reminder letter, then an attorney demand letter is sent, fee charged.
- c. 30 days after the attorney demand letter, then attorney will send an intent to lien notification, fee charged.
- d. 30-45 after the intent to lien is sent, then a lien placed against the house.
- e. 30-45 days after the lien is placed, attorney will send an intent to foreclose
- f. 45 days after intent to foreclose is sent, the Board will then review and approve to either send to Collection agency or begin the Foreclosure process (3 stage process which takes 6-12 months)- fees charged

5. Review of HCM home transfer process

- a. Currently once the new owner transfer information has been received the following occurs:
 - i. Sending out New Owner Welcome Package
 - ii. Previous homeowner are disabled from the email communication list.
 - iii. Deactivate previous owner rfid cards for the pedestrian backgate, and clubhouse.
 - iv. Deactivate previous owner access to the community webpage
 - v. Deactivate previous owner remote control access to the community car gates if known.

6. Work Items Updates:

- a. Updates Architecture Design Criteria (flood lights and driveway extensions)
 - Due to recent ARCs it was decided to update the community architecture documents with these new items.- HCM will add to Newsletter
- b. Front Entrance power washing
 - Colin, Josh, and Bill have completed 75% of the front wall pressure washing and fixing of the wall caps.- HCM will add to Newsletter
- c. Front entrance light modifications
 - Modifications were made to prevent light going into residential back yards- HCM will add to Newsletter
- d. Tower Lake retention pond overgrowth
 - There will be a work party with an email notification looking for help on Sunday February 27th at 10 am. – HCM will send out email blast
 - This is to prevent violation and not have to pay \$2,000 for the landscaper to perform this activity.
- e. Guard House security camera installation
 - We reviewed a quote to replace the existing cameras with a new system, but at this time it was decided to postpone this.
 - Josh makes a motion to purchasing a Wyze camera and installing to monitor guest and security interaction, Colin seconds the motion which passes with unanimous approval.
- f. Broken gate spindles
 - Repairs were made on January 28th
- g. Back gate exit gate spike strip installation
 - Back gate warning signs have been posted. The material has been ordered and enroute at this time. Once the installation is scheduled, then communication to the communicate will be made.
- h. Front entrance flower beds
 - Currently looking for prices. Once we can secure the plants, then an email will be sent looking for volunteers to help planting them- HCM will add to Newsletter

- i. Palm Tree trimming schedule
 - Trimming will begin on February 23rd for a couple of weeks. Email communication to homeowners will happen to ensure access to palms is available. Homeowners that prevent access to the trimming team will be responsible to resolve the trimming on their own. HCM will send email blast

7. Security Update

- a. Need gate remote registration (emailed and posted 2/2/22, need to be returned by 4/1/22)
 - This is required so that we can properly maintain access. We have had homeowners move, and miscellaneous people having access.
- b. Discussion of restrictions of large semi-trucks and other procedures for security
 - There was a long discussion on the various options for limiting large vehicles and what is practical. The board will be looking into options.
 - Board requests for HCM to add the information to estoppels once completed.
- c. Front gate clickers were disabled as they were never intended to be activated there. We have had situations when people have entered the community without being fully registered. There is also the possibility that some who was denied access gain entrance.

8. Open ARC Requests Review

- a. Discussion on the application of the opaque screens with respect to the community appearance. It was decided that we would allow opaque screen to be installed in the Lanai area only on the lower panels.

9. Open questions/concerns from the community

- a. Concern on the landscapers trimming of hedges and lily plants. The board has been working with the current landscape team in re-establishing the community standards. There still exist many plants that planted in the wrong location. The lilies have been cutback for the health of the plant and promote growth and blooms going into the growing season.
- b. What is the number of animals that can be at a home? The answer is 2 per the community docs.
- c. Is there any exemptions to the number of animals? The answer was no.
- d. Can residents run businesses out of their home? The answer is no per the community docs.
- e. Concern on the excess parking of vehicles on corners in the community that prevent visibility of on coming traffic. The board will be looking at options to help mitigate this safety concern. This also includes parking distance from stop signs. Pre the Florida Driver's Handbook there is no parking within 30 feet of stop signs. This will require more yellow painting within the community.

V. Adjournment was called at 6:10 PM by Colin Barr